

SME Data Request Letter

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Cost studies is requesting an update of our Subject Matter Expert (SME) documentation. The Cost Studies organization needs your assistance by providing the appropriate documentation identifying the forward-looking tasks and activity times required to perform each function associated with certain SBC tariffed services. If needed, additional information regarding these services can be obtained through Product Management.

To obtain the appropriate data, I have provided you with several forms that will allow you to:

- (1) Identify and list the forward-looking tasks necessary to perform each function. Forward looking is defined as the most efficient method of performing the defined task during the study planning period. This may be different from the way the task is performed today. Include any plans for mechanization of the task over the next five years and incorporate these efficiencies into your estimate.
- (2) Identify each job title, job function code, and responsibility code for each employee performing the tasks listed in item 1.
- (3) Document the forward-looking actual activity time necessary to perform the tasks from item 1. Please note that the individual performing the task is assumed to be FULLY TRAINED and EXPERIENCED.
- (4) Review all entries to ensure the validity of the tasks and activity times.

Also attached is an Estimator Profile form. As further validation please complete this on all individuals who have participated in responding to this study request.

The information that you provide will be paramount in calculating the correct costs associated with this offering and your thorough assessment will be necessary. Your input may be subject to regulatory scrutiny, including potential inquiries, such as data requests, depositions, or other testimonies.

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